



**DEPARTMENT OF THE NAVY**  
NAVAL INTELLIGENCE ACTIVITY  
2000 NAVY PENTAGON  
WASHINGTON DC, 20350-2000

NIAINST 1650.1  
NIA EX  
27 April 2017

NIA INSTRUCTION 1650.1

From: Head, Naval Intelligence Agency

Subj: NAVAL INTELLIGENCE ACTIVITY AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1H

Encl: (1) Sample Personal Awards Recommendation Form (OPNAV 1650/3)  
(2) Instructions for OPNAV 1650/3  
(3) Sample format-Meritorious Service Medal (MSM)  
(4) Sample format-Navy and Marine Corps Commendation Medal (NC)  
(5) Sample format-Navy and Marine Corps Achievement Medal (NA)  
(6) Sample format-Flag Letter of Commendation

1. Purpose. The awards program contributes to the Navy mission by providing deserving individuals with the recognition they have earned. This instruction provides the procedures and guidelines for the submission, endorsement, and approval of personal award recommendations for all awards approved by Naval Intelligence Activity (NIA).

2. Scope. This instruction applies to member assigned to NIA and subordinate commands.

3. Background. An important leadership responsibility is recognizing the superb performance of the members in a timely manner. Our program is simple. When an individual has earned favorable notice, recognize that person as soon as possible.

4. Policy

a. All personal award recommendations will be prepared per reference (a).

b. Final authority for approving the Meritorious Service Medal is retained by the Deputy Chief of Naval Operations DCNO for Information Warfare (N2N6). Head, Naval Intelligence Activity has authority to approve the Navy and Marine Corps Commendation Medal (NC) and the Navy and Marine Corps Achievement Medal (NA) for NIA personnel on the headquarters staff.

c. Award submissions will be returned to the originator if they are not in accordance with this instruction and reference (a).

## 5. Action

a. All awards submitted with the Deputy Chief of Naval Operations for Information Warfare as the approving authority will be typed using Microsoft Word.

b. The OPNAV 1650/3 (current version downloadable from <https://awards.navy.mil>) must be verified for completeness and accuracy by the originator and shall accompany all award submissions. Enclosure (1) provides an example and guidance to be followed when preparing the OPNAV 1650/3. The Summary of Action is required for NC and higher awards.

c. Forward all citations/certificates ready to smooth. Font, pitch, case, and citation length will be per reference (a).

d. In an effort to ensure our Sailors receive timely recognition, the following submission guidelines are to be followed.

(1) Submit all award recommendations for end of tour or separation to Special Security Office Navy Senior Enlisted Advisor no later than 90 days prior to the respective action date. Award recommendations received later must include a letter providing explanation.

(2) Submit award recommendation for specific actions within 30 days of completion of the action for which the award is being recommended. Award recommendations received later than 30 days after completion of the action must include a letter providing explanation to be forwarded to N2N6.

## 6. Awards Guidance

a. A 1650/3 submission is required for all NIA Awards. An individual's rank or grade does not guarantee a specific award. The duration of a member's tour will be considered when determining the award level. Avoid duplicative or Fitness Report/Evaluation (FITREP/EVAL) type bullets or statements that suggest the member just "did the job." Awards should contain actions above and beyond the call of duty that merit recognition or that cannot adequately be recognized in a FITREP/EVAL.

b. Avoid statements that could suggest negligence or dereliction of duty on someone's part prior to the performance of the individual being commended. For example, "...identified and corrected 200 discrepancies within 20 programs..." may imply negligence; instead "...was instrumental in improving 20 programs..." may be more appropriate.

c. Citations must be written so that anyone reading them can understand all the terminology. A good rule is to write so that a Sailor's non-Navy family would understand and appreciate the award.

d. Spell out all acronyms within the citation. Acronyms that are common Navy terminology may not be understood by relatives and friends of the service member. Use of acronyms within the Summary of Action may be used if the first occurrence has been spelled out.

7. Administrative Procedures. The N2N6 Administrative Officer will ensure all awards submitted comply with the criteria outlined in reference (a) and this instruction. Enclosures (1) through (6) are provided as samples and all award recommendations submitted will follow the same format.



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